



City of Phoenix

ACCOUNT CLERK SUPERVISOR

JOB CODE 01350

Effective Date: Rev. 11/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform skilled paraprofessional accounting work within a department and to provide first line supervision of employees involved in the performance of clerical accounting work. This class has responsibility for the performance of an accounting section, including accuracy and timeliness of material produced. The most complex accounting assignments are performed by the Account Clerk Supervisor. Responsibilities include accounts payable and receivable, maintenance of financial records, work order processing, and payroll for a department. Account Clerk Supervisors generally report to an administrative/management position; work is performed independently and is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Directs and supervises the work of Account Clerks II and III involved in the performance of clerical accounting work;
- Supervises and participates in the classification and review of invoices prior to payment;
- Corrects invoices to ensure accuracy and completeness;
- Determines the appropriate index and subobject codes required for postings and payment;
- Supervises, reviews, and approves subcontractor's repayment schedule from City funds by approving supply invoices, charting progress reports of subcontractors, and recording repayments;
- Audits daily and monthly financial reports, cash receipts or financial records;
- Analyzes department charges to ensure correct billing from or to department and monitors the department's expenditures to stay within approved budget;
- Prepares, verifies, and coordinates computer data using dBase, DOS, and Lotus;
- Reviews and calculates department budgets and expenditures, prepares estimates for section;
- Gathers financial information and writes special reports for department on the financial status of projects, contracts or accounts;
- Approves requisitions for supplies;
- Reviews payroll time cards for accuracy to ensure that correct City policies, procedures, and union Memoranda of Understanding are followed;
- Analyzes records of expenditures and encumbrances and recommends necessary changes;



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- Designs and installs accounting systems;
- Prepares work papers to create and justify work order rates and fees charged;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Supervisory practices and techniques.
- Paraprofessional accounting practices.
- Office terminology and procedures.

Ability to:

- Performs a broad range of supervisory responsibilities over others.
- Prepare written documents with clearly organized thoughts using proper English sentence structure, punctuation, and grammar.
- Understand and follow complex verbal and written instruction in the English language.
- Communicates orally with other City employees and the public in face-to-face one-on-one settings, or using a telephone.
- Enters and retrieves information into a terminal, PC, or other keyboard device.
- Work cooperatively with other City employees and the public.
- Comprehend and make inferences from written material in the English language such as union Memoranda of Understanding and Administrative Regulations.
- Make mathematical calculations rapidly and accurately (examples: add, subtract, multiply, divide, and use percentages).
- Review and check the work products of others for conformance with standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of increasingly responsible bookkeeping and clerical accounting experience, including some lead or supervisory experience supplemented by courses in bookkeeping or accounting. Other combinations of experience and education that meet the minimum requirements may be substituted.



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